

**REGINALD JACKSON**  
Saxophone/Clarinet instruction

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## 2017-2018 Studio Policy

Lesson location: 11705 Nairn Road  
Wheaton, MD 20902

### Private Instruction

- Weekly private instruction is offered to beginning and advanced students.
- The school year is divided into two semesters.
- The first semester is from September 5, 2017 until January 20, 2018
- The second semester runs from January 29, 2018 through June 9, 2018

### CALENDAR

PLEASE NOTE – AND PLAN YOUR CHOICE OF LESSON DAYS ACCORDINGLY

Thanksgiving Break – no lessons: Nov. 23 – Nov. 25, 2017

Winter Break – no lessons: Dec. 25, 2017 – Jan. 10, 2018

Make up week for fall semester (please read policy for missed lessons): Jan. 22 – 27, 2018

Spring Semester Begins: Jan. 29, 2018

Spring Break: March 26 – March 31, 2018

Last Day of Spring Semester: June 9, 2018

Make up week for spring semester: June 11 – 16, 2018

Lessons will be held on all other holidays. Students needing to miss lessons due to religious holidays should reschedule their lesson for that week.

Each student is guaranteed 18 lessons.

Any lessons missed by me will be either rescheduled or there will be a refund.

## Tuition

- Tuition is due in equal installments on the 1st of the month unless you wish to pay the entire amount at the beginning of each semester.
- Tuition includes one private lesson per week.
- Tuition includes the cost of the recital given at the end of the year.
- Tuition does not include the cost of music and other materials

**Tuition is a semester fee indicating a commitment to study for the entire semester. Monthly tuition remains constant regardless of the number of lessons received in a given month.**

**There is no per-lesson fee and no deductions will be made for missed lessons. You may pay tuition on a semester or monthly basis. A deposit equal to one month's tuition payment is required to reserve a lesson time.**

Lesson length	tuition	deposit	semester payment	monthly payment
30 minutes	\$700.00	\$140.00	\$560.00	\$140.00
45 minutes	\$970.00	\$194.00	\$773.00	\$194.00
60 minutes	\$1200.00	\$240.00	\$960.00	\$240.00

Students entering the program any time after the first week of classes are subject to the same policies as the other students. They are registering for the remaining time of the semester. Tuition will be prorated for new students.

### Missed Lessons

One lesson per semester *due to illness only* will be “made up”. If possible lessons can be rescheduled for another time during that week. Please inform me in advance if you cannot be at your lesson and wish to reschedule. Lessons missed due to school conflicts will not be “made up”. Please reschedule lessons with conflicts for these reasons as soon as possible. The schedule for AP exams is now available. Band trips have already been scheduled. All County and All State Honors Band dates are now posted. Please note that the only missed lesson “made up” will be due to illness. Please let me know if you cannot be at the lesson due to illness.

- All lessons missed by me will be either made up or there will be a prorated refund.
- There will be a make-up week at the end of each semester.

## Studio Guidelines

- The Jackson-Sampson studios are located in our private home rather than an outside public facility. In order to provide a peaceful, positive teaching and learning space the following guidelines are necessary:
  - Parents are welcome to wait in our living room (only) during your child's lesson.
  - If the living room gets crowded, you might consider waiting at the Wheaton Regional Library. With overlapping reed and flute students it is possible to have as many as 4 parents and 4 younger brothers or sisters waiting.
  - The downstairs is off-limits to anyone except flute students and parents invited down by Ms. Sampson.
  - Our knickknacks are not toys. Please keep your children's hands in check.
  - Under no circumstances can we teach a lesson while baby sitting other children. There can be no unsupervised children in the house at any time.
- Please do not place anything on the piano or the piano bench.